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**ADMINISTRATIVE DEMOTION OF AIRMEN**

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This instruction provides guidelines and establishes policy for administrative demotion of Air National Guard enlisted members. This instruction implements AFD 36-25, *Military Promotion and Demotion*. This instruction is affected by the Privacy Act of 1974, and each form required by this instruction contains a Privacy Act statement incorporated into the body of the document.

**SUMMARY OF CHANGES**

This is the first publication of ANGI 36-2503 and it rescinds National Guard Regulation (Air Force) 39-30, 15 September 1992. Major changes include the reformat from the NGR (AF) format to the current Air National Guard Instruction. Change of the word personal "hearing" to personal "interview." Deletion of any policy or instruction not pertinent to the topic, "Administrative Demotion." Clarifies notification memorandum format utilized for various reasons for demotion.

**Section A--General Instruction**

**1. Glossary of References, Abbreviations, Acronyms, and Addresses.** See attachment 1.

**2. Demotions.** This instruction applies to all ANG enlisted members in the grades E-2 through E-9. All demotions under its provisions are administrative. It will not be used in lieu of disciplinary actions punishable under the appropriate state military code or the Uniform Code of Military Justice (UCMJ) when applicable.

2.1. An enlisted member separated from the service before demotion action is completed cannot be demoted after separation. An administrative demotion action cannot be initiated unless the reason for the action occurred during the current enlistment (including extensions). **EXCEPTION:** The facts and circumstances were not known by the commander until after reenlistment. If the commander has sufficient reason to initiate demotion action, all military records may be used in deciding whether or not the member should be demoted.

2.2. When appropriate, airmen should be given an opportunity to overcome their deficiencies before demotion action is initiated. Commanders should maintain supporting documentation of all rehabilitation and probationary actions. Suspended demotions are not authorized under this regulation. Once demoted, that action reflects the member's appropriate grade and may not be suspended conditioned on future conduct.

**3. Who Can Demote.** The unit commander may recommend the demotion of an enlisted ANG member under his command.

3.1. The authority to demote enlisted ANG members as Reserves of the Air Force is vested in The Adjutant General (TAG) of the State according to the policies and procedures stated herein. The TAG will exercise demotion authority for enlisted members serving in the ranks of master sergeant (MSgt), senior master sergeant (SMSgt), and chief master sergeant (CMSgt). Demotion authority for enlisted ANG members serving in the ranks of TSgt and below may be further delegated to the Wing/Group/Base commander or the commander of a geographically separated unit.

3.2. The authority to demote enlisted members serving on extended active duty (Title 10 USC 12310) with the National Guard Bureau will be the Director, Air National Guard, with the concurrence of the appropriate State adjutant general.

3.3. An ANG enlisted member reduced by court martial or non judicial punishment under the State Military Code or Uniformed Code of Military Justice (UCMJ) may be demoted to the same grade as a Reserve of the Air Force in the Air National Guard of the United States (ANGUS).

3.4. Other than demotion under paragraphs 4.1., 4.2. and 4.4., to authorize demotion of an enlisted ANG member, the demotion authority must be convinced by a preponderance of the evidence that such action is warranted. The demotion authority may consider all matters in the file which, in their judgment, have probative value and need not be influenced by the possibility that some of those

matters may not be admissible in a judicial proceeding.

### ***Section B--Reasons for Demotion***

#### **4. Specific Authorities:**

##### **4.1. Failure to Complete Training:**

4.1.1. Promotions under paragraph 2.3.1. of ANGI 36-2502, *Promotion of Airmen, Air National Guard*. Enlisted ANG members attending the Flight Screening Program (FSP), the ANG Academy of Military Science (AMS), or the Air Force Reserve Officer Training Course (AFROTC), who fail to complete such training for any reason will be demoted to the last grade previously held.

4.1.2. Airmen promoted under paragraph 2.4., ANGI 36-2502, *Promotion of Airmen, Air National Guard*, must qualify for the new Air Force Specialty Code (AFSC) within the time limits specified by the commander or be demoted to the last grade satisfactorily held.

4.1.3. Airmen promoted to grade E-3 while on initial active duty for training (IADT) must qualify for the AFSC within the time limits specified or be demoted to the last grade satisfactorily held.

##### **4.2. Failure to Attain Grade/Skill Relationship:**

4.2.1. An airman enlisted without a skill level to support the grade/skill relationship must qualify for the award of the AFSC to support the grade in which enlisted within the time limits specified by the commander or be demoted to the highest grade supported by the skill level awarded at time of enlistment.

4.2.2. Reclassification to a lower skill level. If an airman had an awarded Air Force Specialty (AFS) at a skill level which is appropriate for the grade but the skill level is reduced under AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, for substandard performance in the possessed AFS, the member will be demoted to the highest grade the reduced skill level supports. The demotion orders will be effective the same day the skill level is reduced.

4.3. Failure to Fulfill Noncommissioned Officer (NCO) Responsibilities. An airman may be demoted if he or she fails to fulfill NCO responsibilities prescribed in AFPAM 36-2618 (formerly AFR 39-6M, *The Enlisted Force Structure*, paragraphs 6 and/or 7).

4.4. Failure to Attain and Maintain Weight/Body Fat Measurement (BFM) Standards. An airman may be demoted if, after entry into the weight management program, he or she fails to attain or maintain weight/BFM as prescribed in NGR (AF)

35-11, *Air National Guard Weight Management Program*. After an airman has been demoted one grade, the unit commander should consider initiating separation action IAW AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members* as prescribed in NGR (AF) 35-11.

**EXCEPTION:** An exception may be made if the airman presents convincing medical evidence that he or she is unable to maintain weight/BFM standards due to physical or organic causes beyond the member's control.

4.5. Failure to Maintain Proper Physical Condition. An airman may be demoted if he or she fails to demonstrate the ability to attain physical standards as prescribed by AFI 40-502, *The Weight Management Program*.

4.6. Unsatisfactory Participation. (Note: For demotion purposes only, unsatisfactory participation is defined as having six or more unexcused absences from scheduled unit training assembly [UTA] periods [4 hours per UTA period] in any continuous 12-month period.) After six unexcused absences, the commander may send the airman a certified memorandum (see attachment 2), return receipt requested, stressing the seriousness of the situation and advising that demotion action is being initiated. The demotion will be effected as soon as practicable after the airman has been given the opportunity to exercise his or her rights as defined in the memorandum advising of the intent to demote. After the ninth unexcused absence, the commander may request the adjutant general consider the involuntary separation of the member from the ANG of that state with concurrent discharge as a Reserve of the Air Force, IAW AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*. Pending demotion actions will be completed before the separation of the airman.

4.7. Voluntary Change of Assignment. A voluntary change of assignment to a UMD position which has a lower grade authorization than that currently held by the airman will result in demotion to the lower UMD grade. Demotions IAW this paragraph are effected by the publication of demotion orders by appropriate authority. The procedures prescribed in paragraphs 10 and 11 are not applicable. Orders effecting voluntary demotions will contain the phrase "without prejudice."

4.7.1. Acceptance of a military duty tour against a Support Personnel Manning Document (SPMD) position with a lower grade authorization than that currently held by the member will require demotion to the maximum grade authorized by the SPMD position. This also applies to airmen promoted

under the provisions of the Deserving Airman Program.

4.7.2. ANGI 36-2101, *Assignments Within the Air National Guard*, restricts full-time personnel to a maximum four-year tour as a first sergeant. They must then be reassigned to a military position which is compatible with their SPMD assignment. When such a reassignment, (either prior to or at the completion of the four-year maximum tour) results in a demotion, that demotion will be considered voluntary. The demotion order will cite this paragraph as the authority for the demotion. If such reassignment is based on substandard performance, demotion would then be effected under the appropriate paragraph of this instruction.

4.7.3. Demotion to a lower grade resulting from a voluntary change of assignment. An airman must acknowledge in writing that the lower military grade (state specific grade) is accepted. The demotion will not preclude subsequent promotion under ANGI 36-2502, *Promotion of Airmen, Air National Guard*.

### Section C--Demotion Process

**Table 1.1.**

Notification and Date of Rank Adjustment Requirements				
Rule	If the demotion is to be effected under paragraph	The airman's commander must formally advise the airman of the recommendation to demote IAW paragraph 5, this instruction.	and if effected the airman's DOR is the date of the order	and if effected the airman's DOR is adjusted IAW paragraph 8.2. this instruction.
1	4.1.	No		X
2	4.2.	No		X
3	4.3.	Yes	X	
4	4.4.	Yes	X	
5	4.5.	Yes	X	
6	4.6.	Requirement may vary with State Code	X	
7	4.7.	No		X
8	4.8.	No		X
9	4.9.	No		X

**5. Notifying Airman of Impending Action (see table 1.1.).** After consulting with the servicing Staff Judge Advocate (SJA) the immediate commander will inform the airman in writing to the airman's last known address, either by personal delivery (with written receipt acknowledged) or by certified mail (return receipt requested), of the intent to recommend demotion, or to demote if the unit commander is also the demotion authority. If the airman does not acknowledge receipt within the specified time or if the memorandum is returned as

4.8. Active Guard Reserve (AGR) Priority Placement Program Position Declination. IAW ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, an overgrade full-time military duty member who declines a position offered under the priority placement program must be reduced in grade to that authorized by his or her SPMD position. Orders effecting this reduction will contain the statement "without prejudice." DOR will be computed IAW paragraph 9, this instruction.

4.9. Expiration of ANGI 36-2101, *Assignments Within the Air National Guard-Overgrade Status*. When an authorized period of overgrade assignment expires and no other assignment option is feasible, the airman must be reduced in grade to the maximum authorized by ANGI 36-2101, or the UMD position to which assigned. Orders effecting this reduction will contain the statement "without prejudice". DOR will be computed IAW paragraph 8, this instruction.

undeliverable, the unit commander may proceed to process the demotion action. The memorandum will contain (see attachment 3) the following information:

5.1. Specific reasons for the proposed action and applicable paragraphs of this instruction.

5.2. A complete summary of the supporting facts.

5.3. Instructions that the airman will acknowledge (in writing) the notification memorandum within five calendar days' of receipt by certified mail or immediately upon receipt if personally delivered by

the commander or his designated representative. (See attachment 4).

5.4. Instructions that the airman will either concur or nonconcur, in writing, with the proposed action no later than the end-of-day roll call following the second UTA (4-hour period) after acknowledgment of the memorandum.

5.5. An explanation that the airman may consult with counsel before electing to concur or nonconcur with a recommendation for demotion. Counsel will be provided by the SJA, appointed by the airman's immediate commander, and identified by name in the initial notification memorandum. Counsel may also assist in preparing a written response by the individual if the member so elects. Expenses incurred in connection with the appearance or assistance of civilian counsel on behalf of the airman are the responsibility of the airman and will not be paid by the military. Airmen being considered for demotion will be offered representation by counsel who is either:

5.5.1. A military lawyer (within the meaning of article 27(b)(1) of the UCMJ or designated Judge Advocate (JA) under Title 10 USC 8067(g), different from the military counsel advising the commander, if available; or

5.5.2. If a military lawyer is not available, a disinterested officer from the unit other than the airman's unit. This officer must, in the

commander's judgment, possess the knowledge and judgment necessary to provide comprehensive and accurate advice to the airman on the procedures and alternate courses of action available. If possible, the officer should be well versed in personnel matters.

5.6. If the airman nonconcurs with the proposed demotion action then he must decide whether or not to submit documentation on his or her behalf. If the decision is to submit documentation, it must be received within 20 calendar days after the date the airman responds indicating his or her decision to nonconcur with the demotion action.

5.7. An explanation that the airman may request a personal interview with the immediate commander. If the airman chooses to make an oral presentation, counsel may be present during the interview.

5.8. An explanation that a lack of response will be construed as concurrence by the individual. Failure to respond will be construed as a waiver to both the right to appear before the airman's immediate commander and representation by counsel.

5.9. An explanation that the airman, if eligible, may request resignation or retirement IAW AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members* in lieu of demotion at any time before publication of demotion orders. Obligors or airmen who have incurred service commitments are not eligible to resign or retire.

**Table 2.1.**

**Commander's Action Upon Receipt of Airman's Reply**

Rule	If commander determines airman should	and commander is the demotion authority	then commander
1	not be demoted	yes	notifies the airman in writing of decision, thus closing the case.
2		no	indorses case through channels to the demotion authority.
3	be demoted	yes	acts IAW paragraph 6.
4		no	indorses correspondence through channels to the demotion authority recommending lower grade that commander believes appropriate for the airman's skill and abilities.

**6. Action by the Immediate Commander After Receipt of Airman's Reply or if the Airman Fails to Respond to the Notification of Intent to Demote. (See table 2.1.).**

6.1. If the airman concurs with the demotion action or fails to respond to the notification of intent to demote, and if the immediate commander is the

demotion authority, the commander will obtain a legal review of the case file from the servicing SJA.

6.1.1. If it is determined that the case file is legally sufficient for demotion the immediate commander will proceed with the demotion action.

6.1.2. If the immediate commander is not the demotion authority, forward the package and

demotion recommendation through channels to the appropriate demotion authority.

6.2. If the airman nonconcurs with the demotion action and submits matters on his or her behalf, or requests a personal interview, or both, the immediate commander will consider all matters presented by the airman.

6.2.1. An immediate commander who is also the demotion authority will consider each and all of the matters presented and then:

6.2.1.1. Terminate the demotion action; or

6.2.1.2. Request SJA review for legal sufficiency prior to effecting the demotion. If the SJA determines there is legal sufficiency to support a finding for demotion, the immediate commander may proceed with the demotion action. If the case lacks legal sufficiency, it will be terminated and the airman advised in writing by certified mail or by personal delivery.

6.2.2. An immediate commander who is not the demotion authority will consider each and all of the matters presented and then:

6.2.2.1. Terminate the demotion action, or

6.2.2.2. Prepare a written summary of that personal interview (if any), include that summary in the case file, and forward the case file to the demotion authority with an appropriate recommendation. The immediate commander will immediately notify the airman in writing by certified mail or by personal delivery of the decision to continue processing the demotion action or to terminate it.

#### **7. Action by the Demotion Authority Who is Not the Airman's Immediate Commander:**

7.1. The demotion authority will obtain a legal review from the servicing SJA before rendering a final decision on the immediate commander's demotion recommendation.

7.2. The demotion authority will notify the airman's servicing Military Personnel Flight (MPF) in writing of the decision to concur or nonconcur with the immediate commander's demotion recommendation. The MPF will then notify the airman of the decision

by indorsement through the airman's immediate commander.

#### **8. Determining Date of Rank (DOR):**

8.1. The DOR will be the effective date of the demotion order for airmen demoted under the provisions of paragraph 4.3., 4.4., 4.5., and 4.6.

8.2. The DOR for airmen demoted under provisions of paragraph 4.1., 4.2., 4.7., 4.8., and 4.9. will be the DOR of the former grade to which the airman is reduced (adjusted by any breaks in service). If demotion is to a grade not previously held by the airman, the DOR will be the date the member last began active service (could be initial entry on IADT).

#### **9. Announcing and Revoking Demotions:**

9.1. Demotions are announced in special orders published by the appropriate headquarters in accordance with ANGI 37-101, *Air National Guard Administrative Orders*. The effective date for the demotion is the date specified by the demotion authority.

9.2. Demotion orders may be revoked only with the approval of the State adjutant general when it has been determined that the order was published without the proper authority. Revocation orders are published in accordance with ANGI 37-101.

9.3 Instructions regarding voluntary demotions are found in paragraph 4.7.

#### **10. Notifying the Airman of an Approved Demotion Action.**

The demotion authority (who is not the airman's immediate commander) will notify the airman's immediate commander in writing through the MPF of the decision to effect the demotion. The airman's commander will then notify the airman in writing by certified mail or personal delivery of the decision. A copy of the demotion order will be included with the notification. If the immediate commander is not available, the next higher commander in the chain of command (up to and including the demotion authority) will notify the airman.

**Table 3.1.**

**Grades to Which Airmen May be Demoted**

Rule	If airman is	then demotion will be to a grade no lower than
1	E-4 or higher	E-2 See Note
2	E-3	E-1

#### **NOTE:**

A reduction of three or more grades should be used only in an extraordinary unique case when there appears to be no reasonable hope that the airman will again exhibit the proficiency, leadership, or fitness previously possessed.

**11. Grades to Which Airman May be Reduced (see table 3.1.).** An airman reduced to the grade of E-4 is reduced to the rank of Senior Airman.

**DONALD W. SHEPPERD**  
**Major General, USAF**  
**Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE**  
**Chief Administrative**  
**Services**

- 5 Attachments**
- 1. Glossary of References, Abbreviations, Acronyms and Addresses**
  - 2. Sample Memorandum: Notification of Intention to Demote (#1)**
  - 3. Sample Memorandum: Notification of Intention to Demote (#2)**
  - 4. Sample Indorsement of Airman's Reply**
  - 5. Privacy Act Statement**

## GLOSSARY OF REFERENCES, ABBREVIATIONS ACRONYMS, AND ADDRESSES

### **References**

AFPD 36-25, *Military Promotion and Demotion*  
 AFI 36-2101, *Classing Military Personnel (Officer and Airmen)*  
 AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*  
 AFPAM 36-2618, *The Enlisted Force Structure* (formerly AFR 39-6M)  
 AFI 40-502, *The Weight Management Program*  
 ANGI 36-101, *The Active Guard/Reserve (AGR) Program*  
 ANGI 36-2502, *Promotion of Airmen, Air National Guard*  
 ANGI 36-2101, *Assignments Within the Air National Guard*  
 ANGI 37-101, *Air National Guard Administrative Orders*  
 NGR(AF) 35-11, *Air National Guard Weight Management Program*  
 Title 10 United State Code  
 Title 32 United State Code  
 Title 44 United State Code  
 Uniform Code of Military Justice Article 27(b)(1)

### **Abbreviations or Acronyms**

### **Definition**

AFROTC	Air Force Officer Training Course
AFS	Air Force Specialty
AFSC	Air Force Specialty Code
AMS	Academy of Military Science
ANG	Air National Guard
ANGUS	Air National Guard of the United States
BFM	Body Fat Measurement
CC	Commander
CMSgt	Chief Master Sergeant (E-9)
DOR	Date of Rank
IADT	Initial Active Duty for Training
IAW	In Accordance With
JA	Judge Advocate
MPF	Military Personnel Flight (or CBPO)
MSgt	Master Sergeant (E-7)
NCO	Noncommissioned Officer
SJA	Staff Judge Advocate
SMSgt	Senior Master Sergeant (E-8)
SPMD	Support Personnel Manning Document
TAG	The Adjutant General
TSgt	Technical Sergeant (E-6)
UCMJ	Uniformed Code of Military Justice
UMD	Unit Manning Document
UTA	Unit Training Assembly

### **Addresses**

**ANG/MPP**  
**3500 FETCHET AVE.**  
**ANDREWS AFB, MD 20762-5157**

This attachment applies to the following reasons for demotion, paragraphs 4.1., 4.2., 4.6., 4.7., 4.8., and 4.9.

(SAMPLE NOTIFICATION MEMORANDUM)

Appropriate Letterhead

MEMORANDUM FOR (Individual Concerned)

FROM: CC/(Unit Designation)  
Unit Address

SUBJECT: Notification of Intention to Demote

1. You are hereby advised that under the provisions of ANGI 36-2503, paragraph \_\_\_\_\_, I intend to recommend to the Commander (Organization and Station of demoting authority) that you be demoted to the grade of \_\_\_\_\_ (or) I intend to demote you to the grade of \_\_\_\_\_.
2. The specific reason for this proposed action follows.
3. Documents that support this action are available for your review should you desire.
4. I direct that upon receipt of this memorandum you acknowledge such receipt on the attached prepared indorsement within 5 calendar days. I will also interpret any failure to meet this suspense date as concurrence with my demotion recommendation. You must also decide whether you concur or nonconcur with the proposed demotion. When you have made your decision, initial the appropriate paragraph on the enclosed indorsement accordingly. You may defer making a decision to concur or nonconcur until the next scheduled UTA on \_\_\_\_\_ when you may consult with legal counsel as is your right. However, if you seek counsel, your decision to concur or nonconcur must be received by me no later than the end-of-day roll call following the second UTA (4 hour period) on \_\_\_\_\_.
5. Upon receipt of your acknowledgment or expiration of your suspense to respond this demotion action will continue until complete. Time frame for completion is within 30 calendar days from receipt or suspense expiration date.

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Unit Commander  
Signature Block

2 Attachments:

1. Receipt Indorsement
2. Privacy Act Statement



This attachment applies to the following reasons for demotion paragraphs 4.3., 4.4., and 4.5. only.

(SAMPLE NOTIFICATION MEMORANDUM)

Appropriate Letterhead

MEMORANDUM FOR (Individual Concerned)

FROM: CC/(Unit Designation)

Unit Address

SUBJECT: Notification of Intention to Demote

1. You are hereby advised that under the provisions of ANGI 36-2503, paragraph \_\_\_\_\_, I intend to recommend to the Commander (Organization and Station of demoting authority) that you be demoted to the grade of \_\_\_\_\_ (or) I intend to demote you to the grade of \_\_\_\_\_.

2. The specific reason for this proposed action follows:

3. Documents that support this action are available for your review should you desire.

4. I direct that upon receipt of this memorandum you acknowledge such receipt on the attached prepared indorsement within 5 calendar days. I will also interpret any failure to meet this suspense date as concurrence with my demotion recommendation. You must also decide whether you concur or nonconcur with the proposed demotion. When you have made your decision, initial the appropriate paragraph on the enclosed indorsement accordingly. You may defer making a decision to concur or nonconcur until the next scheduled UTA on \_\_\_\_\_ when you may consult with legal counsel as is your right. However, if you seek counsel, your decision to concur or nonconcur must be received by me no later than the end-of-day roll call following the second UTA (4 hour period) on \_\_\_\_\_.

5. If you concur with the proposed demotion, you will be notified in writing of the demotion authority's decision. If there is no response from you, I am authorized to process your case as if you had concurred. If you nonconcur with the proposed demotion, you may present statements in your own behalf. Written statements to support your position will be submitted within 20 calendar days after you respond indicating your decision. If you desire to present oral statements, your request to do so will accompany the nonconcurrence, and a personal interview with me will be scheduled. You may seek military or civilian legal counsel (civilian counsel will be at your own expense) in preparing your oral or written presentation, and counsel may be present during the personal interview. If travel to the personal interview is required, all costs of your civilian counsel will be at your own expense.

6. (Use one of the following if applicable.) (You are eligible to resign under the provisions of AFI 36-3209, Separation Procedures for Air National Guard and Air Force Reserve Members, in lieu of demotion action and may do so at any time before publication of a demotion order.) Or (You are eligible to retire under the provisions of AFI 36-3203, Service Retirements, in lieu of demotion action and may do so at any time before the publication of a demotion order.)

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Unit Commander  
Signature Block

2 Attachments:

1. Receipt Indorsement
2. Privacy Act Statement

## (SAMPLE INDORSEMENT OF AIRMAN'S REPLY)

1st Ind

(Individual concerned)

TO: CC/Unit Designation

1. The paragraph I have initialed below signifies my intent in this matter.
2. Receipt acknowledged; I concur with the proposed demotion action.
3. Receipt acknowledged. I intend to exercise my right to legal counsel at the next scheduled UTA on \_\_\_\_\_. My decision to concur/nonconcur with this demotion action will then be delivered to your office no later than the end-of-day roll call on Saturday. If I decide to nonconcur with the demotion action, in my written response I will advise you whether or not I will provide documentation on my behalf. I further understand that such documentation must be submitted to you within 20 days after the next UTA or it will not be considered. If I fail to return this indorsement within 5 calendar days, you may interpret such failure to respond as concurrence with the demotion action.

Airman's  
Signature Block

**(PRIVACY ACT STATEMENT)**

**AUTHORITY:** 10 USC 8012, Privacy Act Statement, and 44 USC 3010.

**PRINCIPLE PURPOSE:** To provide you the opportunity to submit information on your behalf or show cause why your demotion is inappropriate.

**ROUTINE USE:** Information submitted by you will become part of the case file and be used by the demotion authority in the resolution of your case. This information will also be provided to your counselor or interview officer, as appropriate, and reviewed by authorized personnel who have a need to know for official use. A case file of the demotion action (if demotion is approved) will be filed in your Master Personnel Records Group.

**DISCLOSURE OF PERSONAL INFORMATION IS VOLUNTARY:** Failure to provide information precludes the demotion authority from considering the same on your behalf.